

3 FAM 1420 TRANSFER OF OFFICE

(CT:PER-678; 06-22-2012)
(Offices of Origin: HR/CDA)

3 FAM 1421 LEGAL AND REGULATORY AUTHORITY

(CT:PER-678; 06-22-2012)
(State Only)
(Applies to Foreign Service Employees Only)

Authorities include:

- (1) Chapters 4 and 5 of the Foreign Service Act of 1980;
- (2) Vienna Convention on Diplomatic Relations signed at Vienna April 18, 1961; and
- (3) Vienna Convention on Consular Relations signed at Vienna April 24, 1963.

3 FAM 1422 GENERAL POLICY

(TL:PER-275; 7-6-95)
(State Only)
(Applies to Foreign Service Employees Only)

The term "transfer of office", as used here refers to the permanent or temporary transfer of the authorities and responsibilities vested in the principal officer for the management of the post and the conduct of its operations. A permanent transfer of office is effected whenever an officer relinquishes charge of a post and does not expect to resume charge of that post, or whenever directed by the Department. A temporary transfer is effected whenever an officer relinquishes charge of a post with the expectation of resuming charge of the post.

3 FAM 1423 DESIGNATION OF OFFICER IN CHARGE

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(State Only)
(Applies to Foreign Service Employees Only)

- a. The deputy chief of mission at a diplomatic post or the deputy principal officer

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at a consular establishment or U.S. interests section shall assume charge in the absence or incapacity of the principal officer.

- b. In the absence of a deputy, the senior Foreign Service officer at a diplomatic mission, at a consular establishment, or at a U.S. interests section should normally assume charge of the post.
- c. The principal officer at a diplomatic mission, a consular establishment, or a U.S. interests section may, however, at the principal officer's discretion, designate any officer with appropriate commissioned title to act in charge of the post. When such a designation is made, the principal officer should notify telegraphically, the appropriate geographic bureau in the Department and the servicing RAMC of the reporting post and by diplomatic note the host government or international organization of the action.

3 FAM 1424 THROUGH 1429 UNASSIGNED